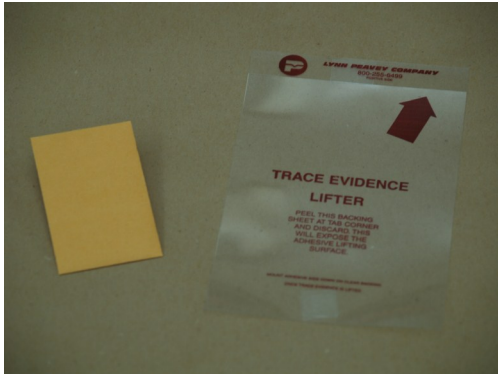


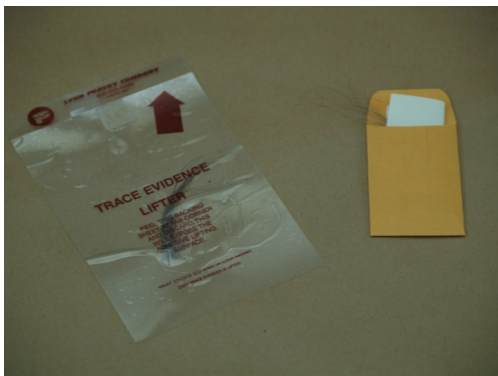
TRACE EVIDENCE



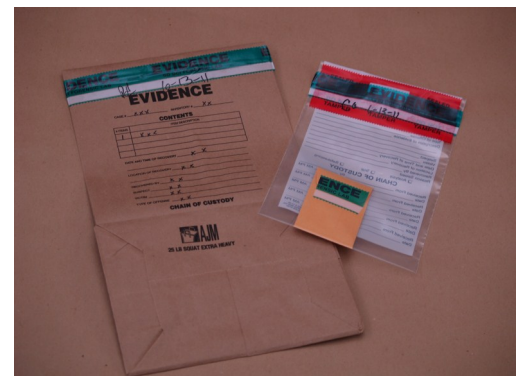
For hair and fiber evidence, it is important to use small item packaging or adhesive packaging to avoid losing such small items of evidence. Here is a coin envelope and an adhesive trace evidence lifter.



Hair/fiber evidence can be held in place using masking tape (lint roller) post-it note or by peeling back the trace evidence lifter and sticking it to the adhesive inside. If you use a lint roller, do not fold or stick the tape to paper.



After hair/ fibers are secured in place, protect them by placing the trace evidence overlay back on top of the evidence and adhesive. If you use a post-it note, place inside a coin envelope to secure evidence.



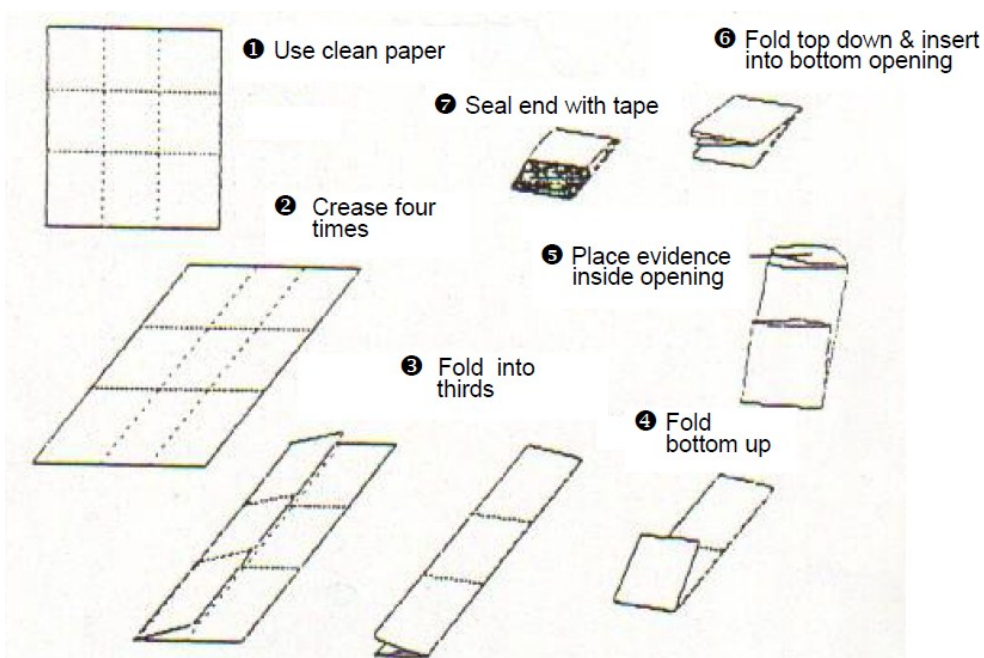
Finally, put small packaged items in a larger sealed evidence bag and properly label. All hair evidence needs to first be packaged in paper (such as a coin envelope or paper bundle) before placing into a plastic evidence bag.

Don'ts

- Don't try to remove fused or embedded fibers in an item.
- Don't submit items from victims/suspects known to have routine contact.
- Don't package items from the victims and or subjects together. Do not allow items anywhere near each other.
- Package hair and fibers by folding in paper and securing in individual envelopes. The sticky side of a Post-it can be used to affix hairs and fibers, fold.
- Use manila envelopes or debris folds for long fibers, threads, or yarn.
- Adhesive lifts that have been put onto plastic sheets can be placed into paper envelopes.
- Submit entire rope/cord. If the rope/cord must be cut, specify which end(s) was/were cut by taping and labeling those ends.
- Completely dry all wet items, but keep items away from fans. Fans may dislodge trace evidence.
- All should be packaged separately, labeled, and sealed properly.



Paper Bindle Instructions



- If collection trace evidence from small object, package entire object. Do not remove the trace evidence.
- Collect and preserve items from all victims and subjects as soon as possible after the incident.
- Hair/fibers from different individuals should be packaged separately.
- Evidence fibers should be packaged separately from fiber standards.
- When collecting trace evidence in a vehicle, send photographs of the vehicle and where the item was taken from.
- Vacuum traps can be covered with a lid or cap and placed into separate containers such as paper bags.

- Paper bindles are commonly used for storage of trace evidence such as hair, fibers, paint chips, or other minute particles.
- Paper bindles are preferred over plastic containers for trace items that may be moist, carry an electrostatic charge, or require DNA analysis.
- Paper bindles are preferred over envelopes for trace items because they lack manufactured folds, corners, and openings where evidence can be lost. If an envelope is used, tape all corners to ensure the envelope is completely sealed.
- Seal a bindle with evidence tape. **Do Not staple.**
- A sealed bindle should be placed inside a coin envelope.